F R E E M A N
940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

CANSEC
MAY 27-28, 2015
OTTAWA, ONTARIO
CENTRE EY CENTRE

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'x10' booth includes an 8' high black draped back wall, 3' high black draped side walls, one 6' skirted table, two chairs and one grey booth carpet.

Note: Our office will be closed **May 18, 2015** in observance of **Victoria Day**

EXHIBIT HALL CARPET

Each booth will be carpeted in grey and the aisles will be carpeted in Red. To enhance the appearance of your booth, Prestige rental carpet is available through Freeman; please refer to the Carpet Order Form in the service manual. Our deadline date for ordering Prestige carpet is **April 16, 2015**

DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 4, 2015**.

SPECIALTY FURNISHING

The Specialty Furnishing items noted with the symbol (**+**) on the Furnishing Order Form must be submitted before **May 4, 2015**. Freeman cannot guarantee pricing and availability of these items after this deadline.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **May 4, 2015**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **CANSEC 2015** go to:
http://www.freemanco.com/store/show/showInformation.jsp?showID=400993&nav=02

Click on the “Login” link in the top right corner to proceed. **If this is your first time using Freeman Online® click on the "Login" link in the top right corner to create a new account.**

If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at 1-888-508-5054 for Canada & U.S. exhibitors or 817-607-5000 for International exhibitors.

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Phone: 613-748-7180 ext 234 Fax: 613-748-5977
Email: freemanottawaes@freemanco.com

FREEMAN TRANSPORTATION/CUSTOMS

Phone Toll Free (U.S. & Canadian Exhibitors): 877-478-1113
Phone (Int'l/Overseas Exhibitors): Country Code: 1-905-951-5476
Fax: 1-905-951-3145
Email: jmakos@nalsi.com / kmullins@nalsi.com

FREEMAN ELECTRICAL - IMPORTANT INFORMATION

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.
- As a friendly reminder - if you have a sign to hang from the ceiling, please be advised that standard hanging sign labour prices (an additional 30%) will apply if your hanging sign is not received at our warehouse, by **May 15, 2015**. SEE LABELS SUPPLIED INSIDE EXHIBITOR KIT which also lists the shipping address. Warehouse pre-shipping charges will be applicable.
- When ordering gas hook up, your order and Technical Standards & Safety Authority (TSSA) approval must be submitted 10 days prior to the exhibitor move-in date or your order will not be processed.
- For propane requirements please contact the EY Centre directly.
- ALL signs must be pre approved by CADSI-Attention Catherine Lyons (c.lyons@defenceandsecurity.ca) or phone 613-235-5337 ext 27
- **All outlets will be supplied at the standard operating voltages of 110/208V247V/600V AC. If your equipment will require conversion, please bring proper adaptors that convert 110V, 60Hz to the required voltage. Freeman does not supply or provide voltage convertors.**
- **Generators:** Freeman is the exclusive supplier of generators Exhibitors are not allowed to bring or use generators for running equipment or generating electricity. If the generator is a demo unit, it may be operated on intermittent use. Prior approval is required.
- **Trailers:** Trailer mounted generators cannot be operated during the show. All trailers requiring power should contact Freeman with details of power requirement.

DE SYSTEMS

(Internet/Telephone/Computer Rental)
Phone: 613-723-1166 Fax: 613-723-8756
Email: internet@desystems.com
eycentre.ca/facility/service-partners/telecommunications

GREAT CANADIAN PLATES

(Food & Beverage)
Mark van der Pas @ 613-822-8800, Ext. 260
Email: mvanderpas@greatcanadianplates.com
www.greatcanadianplates.com

BOOTH CLEANING

EY Centre
Phone: 613-688-4824
Email: info@eycentre.ca

DUOSON MULTIMEDIA

(Plasma Screen TV & LCD Projectors)
Roger Leroux @ Cell: 613-407-6146
Phone: 613-742-7474 ext 2203
Email: leroux.roger@duoson.com

LABOUR INFORMATION

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

All labour services performed between 4:00 pm and 6:00 pm (M-F), between 8:00 am and 4:00 pm (Sat-Sun) will have overtime charges applied.
All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time
charges applied. Please refer to the enclosed Labour Order Form. All material handling services performed after 4:00 pm (M-F) and all day
Saturday and Sunday will have overtime charges applied. Please refer to the enclosed Material Handling Order Form.

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FREIGHT SCHEDULE

INDOOR BOOTH SPACES - 300SQ FT & OVER

Friday, May 22, 2015 — TARGETED SHIPMENTS ONLY (approved by Freeman)
See attached Access Form (insert page number here)

INDOOR BOOTH SPACES - 300SQ FT OR LESS

Monday, May 25, 2015 — 9:00am - 5:00pm

STATIC OUTDOOR DISPLAY

Monday, May 25, 2015 — TARGETED SHIPMENTS ONLY (approved by Freeman)
(See attahced Access Form (insert page number here)

NOTES OF INTEREST

Vehicle entry point on Move In days (see attached aerial map)

EXHIBITOR CARRIERS (TRAILERS, TRUCKS OR DELIVERIES) WILL NOT BE ALLOWED ON SHOW SITE AFTER 9PM TUESDAY MAY 26TH; CARRIERS WILL BE TURNED AWAY.

NO MARSHALLING YARD AT THIS FACILITY

RESTRICTIONS

All vehicles carrying materials that must be unloaded and transported to exhibitor's booth space(s) must check-in at the Security Freight Entrance (see map) for sequencing into truck unloading areas. When approaching the EY Centre from the Northbound lanes, going south on Uplands Drive, the entry to the Freight Delivery Entrance is located on the left side.
The Ottawa Airport Parkway is completely restricted to all commercial vehicles and will be subject to severe fines.
Note: Stopping or parking on Uplands Drive is prohibited by the City of Ottawa and will be subject to fines to the carrier.
No trucks will be allowed to enter the property to the unloading areas until there is a place for the vehicle to stop and unload without blocking the building specific entrance/exits to the area.
Crews will be on hand to unload vehicles without excessive delays.

VEHICLES

All vehicles for indoor exhibits must be scheduled with Freeman

The Ottawa Fire Prevention Division, Show Management and EY Centre reserves the right to remove any vehicle from the show confines, at exhibitor's expense, which contravenes these rules and regulations or is deemed to be unsafe for display. Exhibitors:

1. Provide exact weights and measurements of the vehicle (diagram where possible).

2. Copies of insurance coverage in case of loss, damage, theft or fire. Show Management and the EY Centre will be held harmless from any action that results from the loss, damage theft, fire or any other occurrence.

3. Vehicle must have the battery disconnected while on static display and gas caps are to be locked or secured against tampering
4. Vehicle must have minimal amounts of fuel. Only enough to propel the vehicle in and out of the building is permitted.

5. While on static display, the vehicle must have an oil/fluid pan collecting leaking fluids and to protect the show floor surface. This must be monitored and cleaned.

6. An emergency telephone number for contact person (s) responsible for the vehicle is to be left with the Show Manager / Organizer.

7. Vehicle move in and out times are to be coordinated with Freeman. Upon move in and move out there must be a forward and rear ground guide present to direct vehicle and pedestrians.

EXHIBITOR MOVE IN

INDOOR BOOTH SPACES - 500 SQ FT & OVER

Sunday, May 24, 2015	8:00am - 5:00pm TARGETED ONLY (approved by Freeman)
Monday, May 25, 2015	9:00am - 5:00pm
Tuesday, May 26, 2015	7:00am - 9:00pm (Exhibitors are NOT permitted on the show floor after 9:00pm unless arrangements are made in advance with CADSI to extend your set-up time)

INDOOR BOOTH SPACES - 300 SQ FT TO 500SQ FT

Monday, May 25, 2015	9:00am - 5:00pm
Tuesday, May 26, 2015	7:00am - 9:00pm (Exhibitors are NOT permitted on the show floor after 9:00pm unless arrangements are made in advance with CADSI to extend your set-up time)

INDOOR BOOTH SPACES - 300 SQ FT OR LESS

Tuesday, May 26, 2015	7:00am - 9:00pm (Exhibitors are NOT permitted on the show floor after 9:00pm unless arrangements are made in advance with CADSI to extend your set-up time)

STATIC OUTDOOR DISPLAY

Monday, May 25, 2015	8:00am - 5:00pm TARGETED ONLY (approved by Freeman)
Tuesday, May 26, 2015	7:00am - 5:00pm (Exhibitors are NOT permitted at the Static Out door Display after 5:00pm unless arrangements are made in advance with CADSI to extend your set-up time)

ALL FREIGHT AND AISLES MUST BE CLEARED OF MATERIALS BY 8PM ON MAY 26

EXHIBIT HOURS

Wednesday, May 27, 2015	9:00am - 5:00pm
Thursday, May 28, 2015	9:00am - 4:00pm

FREEMAN SERVICE CENTRE HOURS

We will have staff available at show site at the Freeman Exhibitor Service Centre as follows:

Sunday, May 24, 2015	9:00am - 5:00pm
Monday, May 25, 2015	8:00am - 5:00pm
Tuesday, May 26, 2015	7:00am - 9:00pm
Wednesday, May 27, 2015	7:00am - 6:00pm
Thursday, May 28, 2015	8:00am - 11:00pm
Friday, May 29, 2015	7:00am - 5:00pm

EXHIBITOR MOVE OUT

Thursday, May 28, 2015	5:00pm - 11:00pm
Friday, May 29, 2015	7:00am - 5:00pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpet is removed. Aisle carpet will be scheduled for removal between 4:00pm and 5:00pm
- All exhibitor materials must be removed from the exhibit facility by **May 29, 2015 @ 5pm.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers for booths 499 sqft or less check in by **8pm on May 28, 2014;** and for booths over 500 sqft check in by **12 noon on May 29, 2014. Please schedule your carriers accordingly and advise Freeman of your carrier arrival time.**

SHIPPING INFORMATION

Advanced Warehouse Shipping Address:

CANSEC
Exhibiting Company Name
Booth #_____
C/O Freeman
940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2

PLEASE NOTE: The warehouse is open from 8am until 4:30pm Monday to Friday.

Freeman will accept crated, boxed or skidded material beginning **April 23, 2015** at the above address. All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. To avoid additional late arrival charges, materials must arrived by **May 15, 2015**. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:30 PM. To check on the arrival of your freight, please call 613-748-7180

Please Note: The warehouse will be closed on May 18, 2015 in observance of Victoria Day, shipments will not be accepted on this date.

US Inbound Shipments

Please Note: May 25, 2015 is Memorial Day in the United States; please ensure that your shipment is cleared through customs and in transit to Canada by May 22, 2015

Show site Shipping Address:

CANSEC
Exhibiting Company Name
Booth #_____
EY Centre
4899 Uplands Drive
Ottawa, Ontario, Canada K1V 2N6

Freeman will receive shipments at the exhibit facility as per the specified schedule (see show schedules). All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Please note: All material handling services performed after 4:30pm Monday - Friday & all day Saturday - Sunday will have overtime charges applied. Please refer to the enclosed material handling order form.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

CART SERVICE IS A FEATURE FOR PRIVATELY OWNED VEHICLES

A self unloading and reloading area for all exhibitors who do not require forklifting assistance during move-in and move-out will be available.

- Freeman staff will guide you to this area once you arrive at the dock.
- This service is aimed for exhibitors that require minimal assistance
- Type of vehicles accepted are cars, pickup trucks, small mini-van or SUV only.
- Exhibitors that require 20 minutes or less to offload and reload. **Any vehicles left unattended will be towed at owner's expense.**
- The service includes storage of cardboard/product boxes and empty stickers.
- This is a chargeable service, please refer to the Material Handling Order Form contained in this service manual for the cart service charges.

BUILDING LOADING AREAS:

Please note: the Loading areas for the building at the EY Centre are as follows:
8 Loading docks (7'11"H x 8'W)
Hall 1 & 4: Drive in doors with direct access to show floor (19'10"H X 20'W).
Hall 2 & 3: Outside doors & inside roll up doors (15'11W X 13'11"H).
Exhibitors are not allowed to bring freight by the front doors of the building

EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **CANSEC 2015**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call our toll free number at 877- 478-1113 to speak to Julian Makos

AS A REMINDER

All shipments originating outside Canada require Canada Customs Clearance and U.S Customs/Homeland Security (if applicable) on the return.

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

Canada is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping Air or Ground with the following small packages companies, Fed-ex, UPS, Airborne, DHL, or any other small package/boxes carriers please confirm that all ancillary charges(duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie:Fulfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Freeman is billed 30-90 days after the event has closed. In these situations, any charges (duties, taxes & Customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

PRIVACY POLICY

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at http://www.freemanco.com/freemanco/freeman/privacy.jsp

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (416) 252-3361, or you may contact our privacy officer at barbara.baird@freemanco.com. If you would like to have your personal information removed from Freeman's database, please email legal@freemanco.com to request removal.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (613) 748-7180 ext 234. We can also be contacted via email at freemanottawaes@freemanco.com

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **May 4, 2015**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

Operation or use of all mortorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.

CANSEC MANDATORY SAFETY POLICIES

Note of Caution: During move-in and move-out, all exhibitors, contractors and staff operating on site must ensure common travel areas are clear before entering an aisle, roadway or other lane. The onus is on the individual exhibitor, contractor and staff not to block and/or impede an aisle or traffic lane. CANSEC and the show services contractors rely on the exhibitors, contractors and staff to be aware of their surroundings and act in the interest of all. Ensure your safety and the safety of others – help keep aisles and laneways clear at all times.

Age policy: due to insurance coverage requirements, **persons under the age of 18 years of age are not permitted on show site**, which includes all of the outdoor and indoor facilities, on set up / tear down and show days. This policy will be striclty enforced and there will be no exceptions. Only those who are registered with proper identification are permitted.

During the move-in (Sunday May 24 to Tuesday May 26, 2015 inclusive) and the move-out (starting at 17h on Thursday May 28 until 17h Friday May 29, 2015), anyone wishing access to the Exhibit Hall will be required to wear closed toed flat shoes (i.e. running shoes for example)

Sandals, high heels, or any other type of footwear that is not a closed toed flat shoe will not be permitted.

There will be no exceptions to this policy, which will be enforced by Security personnel and the Exhibit Safety Manager. Anyone that does not conform to this policy will be prohibited from accessing the Exhibit Hall and will be escorted out of the Exhibit Hall if they have inappropriate footwear.